

PART I	DEPARATMENT OF HUMAN RESOURCES DEVELOPMENT	5.310
	STATE OF HAWAII	5.311
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Class Specifications  
for the

FORESTRY AND WILDLIFE TECHNICIAN SERIES  
(FORESTRY AND WILDLIFE TECH SERIES)

**Series Definition:**

This series includes all classes of positions the duties of which involve the performance and/or supervision of specialized, technical work in programs of conservation, development, utilization and protection of forest, wildlife and other natural resources. Included are positions designed to provide assistance to professional forestry, wildlife and other natural resources management personnel by performance of technical work on the bases of intensive experience and specialized training. The work requires application of: (a) specialized knowledge, methods, and techniques of forestry, wildlife and natural resources management limited to the technical aspects; (b) practical knowledge of the characteristics and limitations of practices and techniques established by professional foresters, wildlife biologists and natural resources management personnel; (c) personal contact skills as a representative of division programs; and (d) selected instrumental, graphic, laboratory and/or manual skills.

Forestry and Wildlife Technicians perform and/or supervise work in areas such as forest, natural area reserves, wildlife and plant sanctuaries, and public hunting areas, in activities such as forestry and wildlife management, research and education, timber sales, trail development and maintenance, and the maintenance of natural areas. Assignments require use of practical knowledge and experience in planning and carrying out assigned tasks but do not involve professional determinations. Following are examples of tasks for this series:

Collect, review, consolidate, and summarize field data within controls established by professional standards and management plans.

Provide information and gather data; coordinate with or obtain cooperation of forest users, hunters, land owners and managers, contractors and the public, when such contacts are based upon standards and guides established by professional personnel. Tact and good judgement are required in such contacts as they represent the forestry, wildlife and other natural resource programs.

Inspect and evaluate commercial operations and make decisions or secure compliance in relation to specific forestry, wildlife or other natural resources program contracts and/or agreements when such judgements do not require intensive scientific knowledge more characteristic of professionals.

Training and orientation of lower-level staff, volunteers and summer help in the practical day-to-day aspects, techniques, details, and operations of forestry, wildlife and natural resources management; and receiving training including continuing on-the-job training and formal group instruction sessions, and job-rotation and other career development experiences.

Participates in forest fire prevention, pre-suppression and suppressions which may include being a crew leader, section boss or being in other specialized fire suppression roles.

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This is the first specification for the new FORESTRY AND WILDLIFE TECHNICIAN (FORESTRY AND WILDLIFE TECH) SERIES.

Effective Date: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

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JAMES H. TAKUSHI  
Director of Human Resources Development

FORESTRY AND WILDLIFE TECHNICIAN III 5.310  
(FORESTRY AND WILDLIFE TECH III)

**Duties Summary:**

Performs a variety of technical assignments in support of the development, maintenance, and research activities of the forestry, wildlife, and other natural resources management programs; and performs other related duties as assigned.

**Distinguishing Characteristics:**

This class represents the first independent level of work in the performance of a variety of forestry, wildlife and other natural resources research development and management support activities. Positions at this level are responsible for carrying out a sequence of standardized or prescribed operations requiring a practical background knowledge of forestry, wildlife or other natural resources management methods and practices. Recurring routine technical problems are resolved on the basis of previous experience without reference to the supervisor; such work is reviewed on completion for technical adequacy. On problems involving unfamiliar conditions and methodology, instructions are provided by the supervisor and work is reviewed in progress and on completion for technical accuracy and adequacy.

The work may require the supervision of a few lower-level personnel as needed to perform operational activities.

Person-to-person contacts are usually with land owners, volunteers, hunters and the general public.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the example necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Assists professionals or higher-level technicians in conducting studies by utilizing standard forestry, wildlife and natural resources management and research methods; lays out transects according to plans; assists in surveys and studies of plants, wildlife and other natural resources by taking measurements, recording data and observations; identifies various wildlife species including the condition of their general habitat; traps and bands or marks wildlife species for identification; salvages wildlife; uses biotelemetry equipment for animal movement studies; assists in wildlife surveys by obtaining information such as total numbers, age, sex, reproductive success and survival of various species of birds and animals; collects and compiles hunter-kill information; measures survey plots using transect, compass and surveyor's tape; prepares permanent reference monuments; issues permits, licenses and tags; provides hunters with instructions and information on rules, regulations, and boundaries; and maintain adequate supplies of regulations, area maps, hunter questionnaires, etc., for distribution.

Marks trees to be thinned according to established procedures; takes accurate measurements of tree heights and diameters; records rainfall and other data; performs plot-traverse survey to determine survival and other stand conditions; collects and summarizes data, and submits reports; makes field reconnaissance of potential planting sites, noxious weed areas, and other work sites for management purposes; prepares work maps from field survey notes; marks locations for drainage features on roads and trails, and assists in the preparation of original maps and drawings; assists in locating seed trees, and conducts the collections, cleaning and drying of seeds; supervises the preparation of sterilized seed beds, watering, weeding and transplanting of seedlings; raises particular species for trial plantings; maintains records of seed lots, dates of plantings, inventory of species, age and distribution; assists with the sale of seedlings to the public, collects and receipts cash; and assists in the survey of watershed conditions, plant composition, and forest resource surveys.

Performs construction and maintenance of buildings, access roads, hiking trails and accesses, habitat improvements, water

units, animal pens, brooders, fences, etc. Assists in the inspection of construction and maintenance work performed by private contractors. Posts signs and markers to clearly define hunting area boundaries, access routes and safety zones; and installs regulatory and cautionary signs. Operates boats, mowers, tractors, and other motorized construction equipment.

Participates in animal control and rare plant/noxious weed surveys, which involve trapping, shooting, and observation from helicopters.

Prepares forestry, wildlife and other natural resources displays; gives talks on forestry, wildlife, and natural resource conservation to interested groups; and assists in investigation of animal damage/nuisance and similar complaints.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Arithmetic including addition, subtraction, multiplication and division; common wildlife and plant species in the State of Hawaii; standard methods involved in gathering and recording field data for forestry, wildlife and natural resources research and survey projects; basic survey techniques using transects, tapes and levels; simple report writing techniques; simple, basic carpentry, plumbing and masonry methods and techniques; and forest firefighting techniques and practices.

Ability to: (1) Follow oral and written instructions; (2) collect, record, compile, tabulate and summarize field data concerning forestry, wildlife, and natural resources research and survey projects; (3) comfortably and safely capture and handle wildlife species; (4) establish and maintain effective working relationships with others; (5) understand and explain forestry, wildlife and natural resource management laws, rules, regulations and policies; (6) prepare simple oral and written reports; (7) speak effectively before others; (8) construct and maintain field facilities and related structures in forests, and wildlife sanctuaries; (9) properly and safely use various light power tools and equipment such as chain saws, pumps, mowers, and circular saws; (10) travel about safely and effectively in

mountainous, densely vegetated areas at high elevations; (11) back pack 30 pounds for five miles; (12) work alone in remote areas; (13) apply forest firefighting techniques and practices; (14) withstand long and irregular working hours under adverse weather conditions; (15) enter data into computers and generate reports; (16) operate and maintain equipment such as boats, mowers, wheeled tractors and forklifts; and (17) possess, safely use and maintain firearms.

FORESTRY AND WILDLIFE TECHNICIAN IV  
(FORESTRY AND WILDLIFE TECH IV)

5.311

**Duties Summary:**

Independently performs a wide variety of complex specialized technical functions in support of forestry, wildlife and other natural resources research, development, management and maintenance projects; and performs other related duties as assigned.

**Distinguishing Characteristics:**

This class reflects a technician in charge of specialized services or support in forestry, wildlife and/or other natural resources projects. Positions at this level require a thorough understanding of the purposes, objectives and the requirements of the specialized services or activity assigned and intensive knowledge of the methods and techniques to be applied. A variety of complex tasks are performed and successful performance depends on the required understanding of the activity involved based on extensive practical experience and knowledge.

Standard guidelines and related reference materials are required to be interpreted and adapted to meet new and unusual situations. Judgement and resourcefulness are required in applying practical knowledge of concepts and processes to assignments in the solution of problems, in selection of the most appropriate methods and guides, and in independent planning of details within established procedures. Responsibility

includes improving, adapting, or developing techniques, procedures, equipment, etc.; and supplementing basic plans in ways that will improve assigned services.

Work is performed independently under general supervision and direction and is reviewed periodically by means of work reports and upon completion for results.

Substantial independence is exercised in coordinating support activity with land owners/managers, in investigating problems or complaints related to division activities, and in inspecting construction and maintenance work performed by contractors. An incumbent may supervise lower-level personnel and others who assist in forestry, wildlife, natural area reserves, trail and access and other natural resources research, development and management projects, and participates in or leads a crew in firefighting activities.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Carries out plant and wildlife studies according to instructions from the professional staff or in accordance with standard methods; lays out research transects according to plans; and conducts surveys by taking measurements, and recording data and observations.

Identifies species and determines the diameters, lengths and taper of logs; estimates the nature and extent of defects in logs based on surface characteristics and makes deductions; determines the cause of defects, whether biological or due to poor logging practices; records data, and totals scale records and sales receipts; assures that harvesting is in accordance with contracts stipulations and standards; visits mills to observe sawing of logs to determine correlation of material processed to scaled-in log forms; trains substitute and private scalers, and checks for compliance with methods and standards of

adequacy; and participates and supervises in noxious weed control activities.

Conducts surveys to obtain feedback on hunter satisfaction/complaints and ideas which may help to improve upon game management practices and enhance hunter enjoyment. Supervises and participates in the trapping and relocation of wildlife species and the control of predators. Supervises the receipt, transportation and care of animals which are to be released. Prepares activity reports and makes recommendations to biologists and others on animal nuisance/control problems and solutions; and reviews and investigates wildlife control permit applications as appropriate. Propagates and cares for various wildlife species; treats disease and injury as prescribed or according to standard practices; observes and records growth and behavior; plants and maintains wildlife food crops, feeds and waters birds and animals, and recommends changes in diets and food quantities; and selects pairs, removes and cares for eggs, etc.

Makes detailed measurements of such parameters as percent vegetation cover, vegetation compositions, percent bare soil, feral ungulate sign and activity, avian fauna presence and abundance, invertebrate fauna presence and abundance. Records, compiles and submits data such as rainfall, vegetation conditions and phenology. Uses biotelemetry equipment for animal movement studies.

Performs field reconnaissance and surveys various trails, roads and accesses. Recruits and trains volunteers for the construction and reconstruction of roads, trails and accesses; develops and utilizes incentive programs to attract and retain volunteers; schedules and implements work projects. Serves as liaison between the division and various land managers and landowners on problems related to roads, trails and access management; and attends advisory counsel meetings and other public meetings and evaluates development proposals as they relate to public access.

Inspects construction and maintenance work performed by private contractors and recommends suspension of work which does not conform with specifications; independently determines



material and manpower needs and cost estimates; submits requisitions and receives materials in accordance with standard procedures; and performs maintenance work and makes modifications as necessary.

Participates and/or leads a crew in forest firefighting and clean-up operations.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

In addition to knowledge and abilities required at the next lower-level, must have a good practical knowledge of natural resources management principles and practices based on a background of sub-professional training and experience in the area of specialization; and working knowledge of regulations, policies and procedures and sources of technical information in forestry, wildlife and natural resources management; ability to inspect natural resources construction and maintenance projects; independently plan and organize a variety of work operations; and prepare reports and recommendations. Depending on work emphasis, requires knowledge and ability in the propagation and care of various wildlife or plant species; broad knowledge of techniques relevant to a specialty forest area such as scaling; and ability to utilize special measuring devices and related equipment.

FORESTRY AND WILDLIFE TECHNICIAN V  
(FORESTRY AND WILDLIFE TECH V)

5.312

**Duties Summary:**

Supervises and works with a small group of support personnel in the conduct of all operations and procedures in support of forest, wildlife and other natural resources development management and research; and performs other related duties as assigned.

**Distinguishing Characteristics:**

Positions at this level perform supervisory duties in support of all areas of the division's natural resources development management and research activities. Work is usually performed under the general administrative and technical supervision of a professional. Assignments are given in terms of broad general objectives with advice and assistance as needed on unusual, critical, or highly technical or controversial problems, such as those requiring significant deviations from standard methods and practices, or where distinctly new criteria or techniques are involved. Methods employed are seldom reviewed, but review is made for adequacy, conformance to established policies and adherence to completion and cost schedules.

The same guides are available at this level as at preceding levels, and consist of pertinent regulatory material, established policies and procedures, technical directives, drawings, manufacturers' catalogs, and precedent situations.

Originality and judgement are required to organize, plan and guide the work efforts of subordinates, and to coordinate and integrate personnel management and technical functions of the organizational unit with the public, with volunteers, and with other organizational units or functions.

Personal contacts are primarily to exchange information and coordinate the work of the unit with that of personnel in related activities. Contacts are routinely made with persons outside the agency such as land managers and land owners, representatives of community organizations, and government officials and the public.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

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Plans and directs the work of subordinate personnel including lower-level forestry and wildlife technicians engaged in the maintenance and operations of forestry, wildlife, natural area reserve, trails and access, and other natural resources research, management and development programs; makes work assignments, outlines requirements, furnishes general instructions and determines priorities and work schedules; reviews work in progress and on completion for adequacy; coordinates the activities of the work unit with other natural resources functions of the department; trains new employees, evaluates work performance; submits timesheets, vacation and sick leave applications and other personnel documents. Organizes, supervises and coordinates suppression activities on the fireline; provides post fire suppression reports; responsible for the maintenance and upkeep of all equipment and supplies including tools, radios and accessories, motor vehicles and heavy equipment and maintains records of all purchases, disposals and transfers of inventory items; and establishes preventive maintenance schedules.

Participates with biologists and foresters in determining development and maintenance requests, establishing objectives and specifications and preparing cost estimates of man days and materials required for various projects; serves as team leader for censuses and surveys of wildlife and plant species; acts as liaison in maintaining agreements between the division and cooperators on problems concerning game management areas, sanctuaries, forest reserves, Natural Area Reserves, fire control and volunteer programs; and responsible for the maintenance and security of the program facilities and structures.

**Knowledge and Abilities Required:** *(Knowledge and abilities required for full performance in this class.)*

In addition to the knowledge and abilities required at previous levels, a thorough knowledge of regulatory material, established procedures and policies; pertinent precedents and sources of information related to the support activities of the forestry, wildlife and other natural resources program; and principles and practices of supervision.

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Must have the ability to visualize objectives and analyze problems; independently locate, select and apply established guides, choosing the best course of action where there are several alternatives; recognize limitations of established guides and seek guidance from professional staff as needed; and plan, coordinate, evaluate and review the work of lower-level sub-professional personnel and prepare reports and correspondence.